

TS-EAS - EAC-CPF team

Place: Virtual meeting, Adobe Connect

Date: Monday, 9 October 2017, 15.00 – 16.00 CET/9.00 – 10.00 a.m. EST

Participants

Anila Anjeli
Cory Nimer (later)
Karin Bredenberg
Katherine M. Wisser (liaison)
Marc Custer
Regine Heberlein
Silke Jagodzinski (lead)

Not available: Aaron Rubinstein, Erica Boudreau, Gerhard Müller, Wim van Dongen

Minutes

1. Short report what happened since Portland meeting

Kathy sent the plan for the revision to the Standards Committee leadership. She did not receive a formal response, but we will continue to keep them informed as to our process and progress. A call for comments was distributed through various channels and is open until the end of November. The call included the link to the GitHub repository:

“The subcommittee is calling for proposed changes to the current version of EAC-CPF. To ensure the greatest possible input from users of EAC-CPF and other relevant standards, the deadline for change proposals is 11 December 2017. At that time, all proposals will be made publicly available through the EAC-CPF GitHub portal (<https://github.com/SAA-SDT/eac-cpf-schema/issues>).”

A reminder call will be distributed in early November. Some terminology reconciliation needs to take place before that time regarding the two phases we intend to conduct in terms of a short-term versus a longer, more comprehensive holistic revision of the standard.

A conversation has been initiated with the Documentation team and Gerhard about a revised website launch.

2. Intermediate update or not

The question of an intermediate update or a full-on revision was discussed. Some issues raised included:

- What is the scope of what intermediate means?
- Is intermediate versus full-on a matter of time necessary to execute?
- Is intermediate versus full-on a matter of the nature of the changes to be made?

The Team determined a phased approach: phase 1, which will constitute minor enhancements, updates, and a cleaning up. Phase 2 will be a more substantial re-envisioning of the standard.

The guidelines for phase 1, to date, will be to:

- relax element and attribute values, add optional elements and attributes, do not make more strict
- must be 100% backwards compatible
- cannot necessitate the update of current instances or systems.

Additional considerations included the parallel development of a revised schema and revisions to the Tag Library. Clarification was sought on the role of the Documentation team vis-a-vis revisions to the Tag Library. The Documentation team is responsible for the process of publication of the tag library, but the EAC-CPF team will be responsible for the intellectual content of the tag library and the actual editing of files to reflect that. There was also some discussion about communicating updates through the tag library. Some investigation into complementary standards that undergo revisions on a regular basis (such as MADS, MODS) and how they communicate revisions to the standards through their documentation. (e.g. <https://www.loc.gov/standards/mods/changes-3-6.html>). It was decided that as a new version of the schema is released with appropriate numbering scheme, a new edition of the tag library will mirror that numbering scheme and an associated document outlining the changes to the schema from the previous version will be published.

Karin indicated that the Documentation team are working on a brief explanation of the process they apply to the tag library so that standards teams can understand the time line for revisions to that documentation so that schema releases and documentation releases can happen at the same time.

The schema team is working on a strategy for the communication of minor changes vs. major releases of schemas.

Anila mentioned a longer-term consideration regarding the tag library that will need to be examined: the coherence of definitions both within the EAC-CPF tag library and across the EAC-CPF and EAD tag libraries.

3. How to go on with EAC-CPF revision

Was not discussed and postponed until update is finished.

4. How to share tasks and work

Was not discussed and postponed until update is finished.

5. AOB

No other business

6. Next meeting

Doodle:

<http://doodle.com/poll/k78cfqy8ef4362g7>

Tasks

1. Prior to the next meeting, each EAC-CPF team member will examine the approximately 40 issues logged in the GitHub repository and assign a "Phase 1" or "Phase 2" rating, including any comments to be taken under consideration. Those assigned both a "Phase 1" and "Phase 2" rating will form the agenda for our next meeting.
Mark created a label, and assigned it to one issue so far (which he thinks will be uncontroversial): <https://github.com/SAA-SDT/eac-cpf-schema/issues?q=is%3Aissue+is%3Aopen+label%3Aphase-1> as an example.
2. Here's a link to Gerhard's proposal: <https://github.com/SAA-SDT/TS-EAS-subteam-notes/blob/master/eaccpf-subteam/working-documents/proposal%20redesign%20by%20G.%20M%C3%BCller>. This constitutes a phase 2 example.
3. In addition, issues of reconciliation with EAD3 should be considered. Kathy and Erica will start the comparison process to provide a starting point for that. Note that some of the reconciliation may be considered for Phase 1 whereas other aspects may be allotted a phase 2 status. They will aim to have something to look at the meeting after the next one.